

Batch Filing

The CM/ECF Batch Filings category was developed to expedite the filing of the same type of event in multiple cases by processing one docket entry. This feature offers the option to associate a different PDF image for each case listed. The Trustee's *Notice/Report of Completion of Plan* is an example of an entry that can be filed using Batch Filings. The same docket text is needed in every case, however each case will also need its own unique PDF image. This section of the module demonstrates the steps to take to docket Notice/Report of Completion of Plan in multiple cases using Batch Filings. The same steps would be followed for other types of allowable Batch Filings events that a PDF image is needed.

All events that can be filed by the Trustee using Batch Filings begin with TRUSTEE.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

STEP 2 The **Bankruptcy Events** screen displays.

◆ Click the Batch Filings hypertext link.

STEP 3 The **Case Number List Box** screen displays. (See Figure 1)

The screenshot shows the CM/ECF interface. At the top is a black navigation bar with the 'ECF' logo and links for 'Bankruptcy', 'Adversary', 'Query', and 'Reports'. Below this is a section titled 'File a Court document'. It contains three input fields: 'INPUT CASE NO.: Office Code-Year-Case Type-No. (EXAMPLE 8-02-bk-01)', 'OFFICE CODES: 3=Jacksonville; 6=Orlando; 8=Tampa; 9=Fort Myers', and 'TYPES: bk=Bankruptcy; ap=Adversary; mp=Misc. Matrs'. The main area is titled 'Case Number(s)' and features a list box with four entries: '8-03-bk-15000', '8-03-bk-3291', '8-03-bk-3193', and '8-03-bk-15001'. To the right of the list box is a text area containing '99-12345, 1-99-bk-12345 or 1-99-bk-12345'. At the bottom are 'Next' and 'Clear' buttons.

Figure 1

- ◆ Type the complete case number in the Extended Window box.
(Case number format - office code-yy-bk-nnnnn)

Note: If this entry will be filed in many cases, it is suggested that the list of case numbers be copied to the clipboard after they are typed. This is because if any of the case numbers entered in CM-ECF are erroneous, an error message appears and the valid case numbers already entered will be lost but for the final case number typed. If that happens, one can easily paste the list into the Extended Window Box again, make the corrections, and continue on quickly without having to re-type the entire list. To copy the case numbers to the clipboard:

- ◆ Type the list of case numbers.
- ◆ Highlight the list with your mouse
- ◆ Press the keystroke **[Ctrl + C]** to copy the list.
- ◆ Use the keystroke **[Ctrl + V]** to paste the list of case numbers in the box.
- ◆ Click **[Next]** to continue.

STEP 4 The **Document Selection** screen displays. (See Figure 2)

CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities •

File a Court document

8:03-bk-03398-AB Marion S. Perry
8:03-bk-15000 Jacks Doerer
8:03-bk-03291-AB Paul Wilfrid
8:03-bk-03193-AB Dennis Jeffrey Johnson

TRUSTEE (NO PAPER) - Report of No Distribution (batch)
TRUSTEE - Final Account - Chapter 7 Asset (batch)
TRUSTEE - Final Report and Account - Chapter 13 (batch)
TRUSTEE - Interim Report (batch)
TRUSTEE - Notice Of Confirmation Hearing - TAMPA (for docketing Trustee's notice ONLY) (batch)
TRUSTEE - Notice Of Resignation of Trustee (batch)
TRUSTEE - Notice/Report of Completion of Plan - Ch. 13 & 12 (batch)
TRUSTEE - Objection to Confirmation of Plan (batch)

Next Clear

Figure 2

- ◆ Verify each case number and case name.

- ◆ If any of the case numbers and names are incorrect, click the browser **[Back]** button. Paste the case number list into the Extended Window Box, and then find and correct the erroneous case numbers.

Note: If the system prompts that you have entered an invalid case number, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.

- ◆ Use the down arrow ▼ to the right of the box to scroll through the event list to select the type of document to be filed.
- ◆ Click **[Next]** to continue.

STEP 5 The PDF Document Selection screen displays. (See Figure 3)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Court document:

[8:03-bk-03398-AB Marion S. Perry](#)

[8:03-bk-15000 Jacks Doerer](#)

[8:03-bk-03291-AB Paul Wilfrid](#)

[8:03-bk-03193-AB Dennis Jeffrey Johnson](#)

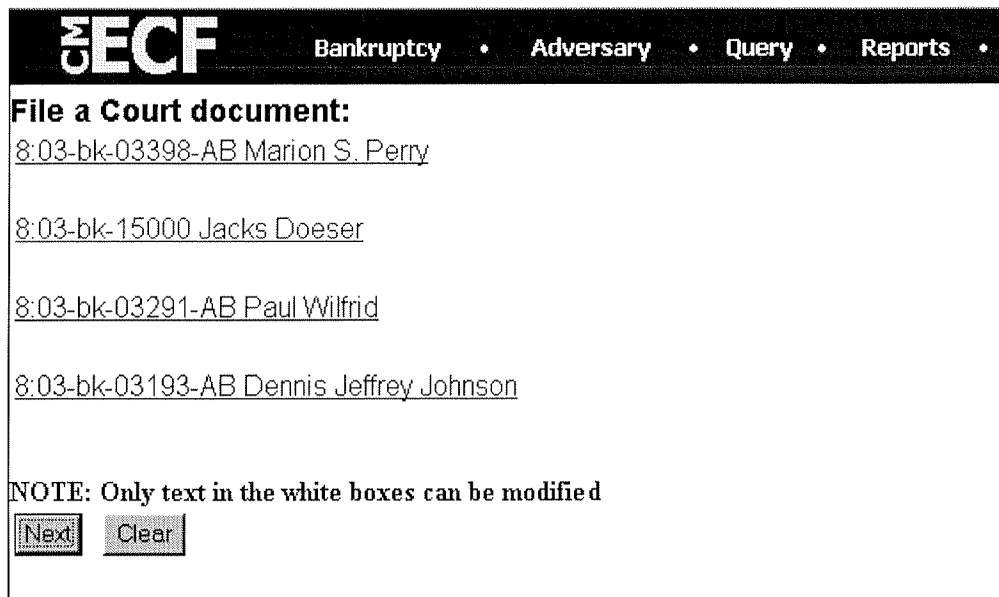
COURT USERS: ADJUST THIS DATE, AS NECESSARY, TO THE DATE THE DOCUMENT WAS FILED

8:03-bk-03398-AB Marion S. Perry	<input type="text"/>	Browse...
8:03-bk-15000 Jacks Doerer	<input type="text"/>	Browse...
8:03-bk-03291-AB Paul Wilfrid	<input type="text"/>	Browse...
8:03-bk-03193-AB Dennis Jeffrey Johnson	<input type="text"/>	Browse...

Figure 3

- ◆ Click **[Browse]**, to the right of the first case number then navigate to the directory where the appropriate PDF file is located. To verify you have selected the correct document right click on the highlighted filename and selecting **Open** to view the image in Adobe Acrobat. Once verified, double-click the PDF file or click **Open** to select it and associate it with the docket entry. **Repeat this step for every case in the batch file.**
- ◆ Click **[Next]** to continue.

STEP 6 The Verification Screen will display. (See Figure 4)

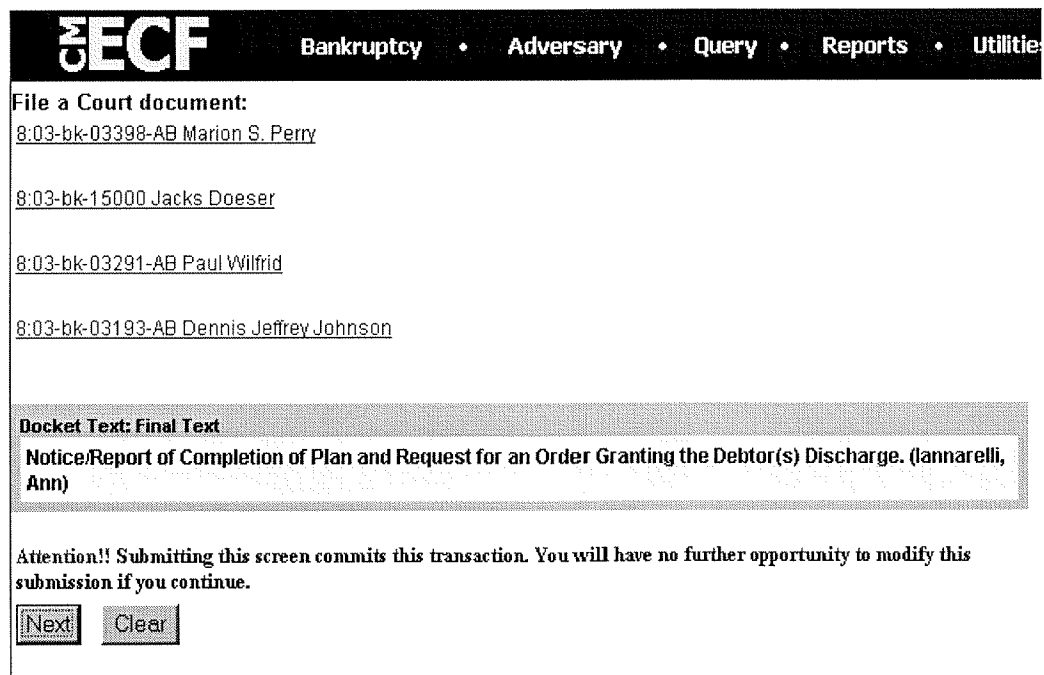


The screenshot shows the CM/ECF interface with a black header bar containing the logo and navigation links: Bankruptcy, Adversary, Query, Reports. Below the header, the text "File a Court document:" is followed by four case links: 8:03-bk-03398-AB Marion S. Perry, 8:03-bk-15000 Jacks Doerer, 8:03-bk-03291-AB Paul Wilfrid, and 8:03-bk-03193-AB Dennis Jeffrey Johnson. A note states: "NOTE: Only text in the white boxes can be modified". At the bottom are "Next" and "Clear" buttons.

Figure 4

◆ Click [Next] to continue.

STEP 7 The Final Docket Text screen appears (See Figure 5)



The screenshot shows the CM/ECF interface with a black header bar containing the logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities. Below the header, the text "File a Court document:" is followed by the same four case links as in Figure 4. A shaded box contains the text "Docket Text: Final Text" and "Notice/Report of Completion of Plan and Request for an Order Granting the Debtor(s) Discharge. (Iannarelli, Ann)". Below this box, a warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

Figure 5

- ◆ Verify the accuracy of the Final Docket Text.
- ◆ Verify the Final Docket Text. Read the Attention!! message.
- ◆ If the Final Docket Text is correct:
 - ◆ Click **[Next]** to continue and officially submit the document.
- ◆ If The Final Docket Text is incorrect:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

STEP 9 The **Notice of Electronic Filing** displays.

- ◆ One Notice is received for all cases.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present a docket report for the selected case.
- ◆ Clicking on the document number hypertext link will present the PDF image of the document chosen.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ To print a copy of this notice click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ You may also save the notice through the browser **File/Save** option.